Subject: TM101V - SCEIS Fundamentals of Time Administration Online Course
Audience: Agency Training Coordinators, HR Directors, Time Administrators, Leave Administrators

The SCEIS Team is pleased to announce a new online course, TM101V - SCEIS Fundamentals of Time Administration. TM101V contains five modules and is a pre-requisite for the TM200 SCEIS Time Administration instructor-led course. TM101V covers SCEIS system integration, the time entry to payroll process and how to access infotypes. Users will learn the importance of the work schedule rule, time management status and working week found in Infotype 0007, Planned Working Time.

Below, you will find details about the online course including course navigation and suggestions for completing the course. Instructions on how to register and start the course in MySCLearning are also below.

TM101V SCEIS Fundamentals of Time Administration Online Course

Description: TM101V covers SCEIS system integration, the time entry to payroll process and how to access infotypes. Users will learn the importance of the work schedule rule, time management status and working week found in Infotype 0007, Planned Working Time.
This online course contains five modules. You must complete all five modules, the course assessment and evaluation to receive credit for the course. TM101V is a pre-requisite for the TM200 SCEIS Time Administration instructor-led course.

Course Modules and Timing:

Module:	Length of Module in Minutes:
Module 1	(5:40)
Module 2	(4:26)
Module 3	(7:25)
Module 4	(8:42)
Module 5	(3:27)
Total:	**29 Minutes, 40 Seconds (29:40)**

Note: The times above are estimates. Participants are able to pause, fast forward and rewind the course. Depending on the participant, the module times may be shorter or longer than those listed above.

Course Navigation: Within each module, participants will be able to fast forward, rewind and pause by using the navigation tool at the bottom of the screen.
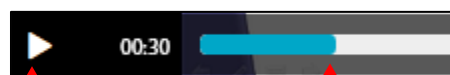
**Pause/Play
Button**

**Drag the blue status
bar to fast forward
and rewind slide**

Suggestions for Completing the Course: To get the best out of the TM101V online course, the SCEIS Team has provided the following suggestions for completing the course:

- Have paper available to take notes, or print the TM101V Reference Guide found in the "Course Documents" folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.

- If needed, the course script can be found in the "Course Documents" folder in MySCLearning.

Accessing the Course:

Participants may now access SCEIS online courses in MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (https://myscemployee.sc.gov).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
    a. Type in the course ID and click "Go."
5. Hover over the title of the course and click "Start Course."
6. Review the "Start Here" document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at training.sceis@admin.sc.gov.